

University of Cincinnati
Extra Compensation (EXC) Calendar
2023 - 2024 Academic Year

Attachment A

INTERSESSION PERIODS DATES	EXTRA COMPENSATION BREAK PERIOD	HOLIDAYS & Closures	MAXIMUM BREAK PERIOD EFFORT % AVAILABLE		EXC LVS DUE TO PROVOST*	PCR MUST BE INITIATED BY PCR DUE DATE
8/15/2024 to 1/12/2025	Fall Semester 2022					
1/13/2025 to 5/1/2025	Spring Semester 2023					
5/2/2025 to 8/14/2025	Summer Semester 2023					
5/2/2025 to 8/14/2025	Summer Break - May	5/26/2025	May	18.00%	6/30/2025	For July
	Summer Break - June	6/19/2025	June	18.00%	7/31/2025	For August
	Summer Break - July	7/4/2025	July	18.00%	8/31/2025	For September
	Summer Break - August	None	August	9.00%	9/13/2025	For October

1. **The EXC research year begins August 15, 2024 and ends August 14, 2025**
2. **Departments must calculate and report EXC as a percentage of total Academic Year Break Period effort using EXC Labor Verification Statements and the EXC Calculator.**
3. EXC LVS Forms must record effort percentage by EXC Period and are due in the Provost Office by the due dates listed above. All required signatures must be present before payment requests are made.
*** Send completed EXC LVS forms to extracomp@uc.edu**
4. **Departments will initiate requests for EXC payment by processing a one-time PCR, wage type 0EXC - Intersession Comp.**
5. **EXC PCR'S must be initiated by the deadlines listed above or no later than 30 days after the award end date, whichever is earlier.**
6. **Signed and completed EXC LVS forms, completed EXC Calculator and any other required documentation must be received by the PCR deadline dates before the EXC PCR can be approved.**
7. Reminder: Payment requests cannot be honored if the EXC LVS Forms were not received by the EXC LVS due date.
8. Maximum allowable EXC paid during an EXC year is .4375 of the adjusted annual base salary. Faculty working part- or full-time during an off semester will have their maximum allowable EXC pay reduced by the amount of their off-semester pay (summer teaching pay and/or administrative stipend, etc.)
9. University Policy does not permit advances on EXC. All days reported after the earliest signature date must be resubmitted for payment.
10. Without exception, Hand Drawn Check Requests will not be issued to pay EXC, per Payroll and Employee Information Services (PEIS) policy.
11. **Questions can be directed to the Provost Office at 556-6920, or SRS Accounting Director John Ungruhe at 556-4817 or email john.ungruhe@uc.edu**